

Inserting Fixed Date and Time in Excel

Excel's NOW function plugs the current date and time into your spreadsheet. However, it automatically updates your worksheet whenever you re-open the file.

There is an easier way to insert a fixed date and time to document when you have added a new data to your worksheet.

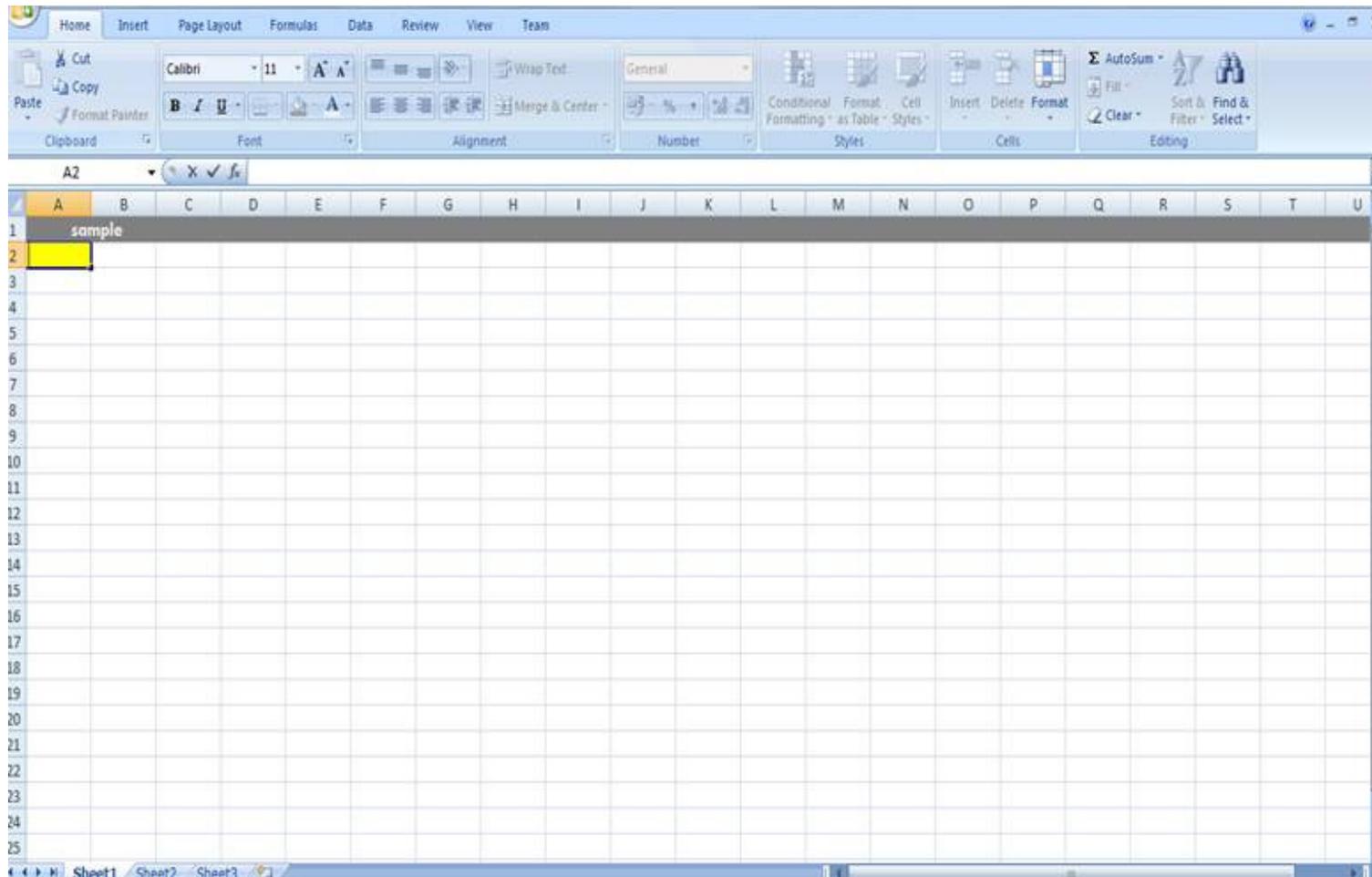
[Click here](#) to learn how to insert fixed date and time in your worksheet.



Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Inserting Fixed Date and Time

- On the worksheet, select the cell where you want to place the date and/or time.



- To insert a fixed date into a cell – a date that you don't want to change: press Ctrl + semicolon (;) keys.

sample				
test	date filed	time start	time end	task
sample	11/8/2013	10:20 AM	10:22 AM	start sample1

- To insert a fixed time into a cell – a time that you don't want to change: press Ctrl + Shift + Semicolon (;) keys.

sample				
test	date filed	time start	time end	task
sample1	11/8/2013	10:20 AM	10:22 AM	start sample1

- To add both date and time: simply press Ctrl + semicolon (;) keys, for the fixed date; then just add one or more spaces depending on you and press Ctrl + Shift + Semicolon (;) keys, for the fixed time.

sample			
test	date/time filed		task
sample	11/8/2013 11:09		sample

- The next time you open your document, you can see that the inserted date and time did not change.

A	B	C	D	E
sample				
test	date filed	time start	time end	task
sample1	11/8/2013	10:20 AM	10:22 AM	start sample1
	11/8/2013	10:23 AM	10:24 AM	continue sample1

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